

## 2023 SkillsUSA Utah Leadership and Skills Championships General Regulations (Revised 03/09/2022)

The following regulations have been adapted from the national SkillsUSA Championships General Regulations for use during the SkillsUSA Utah Leadership and Skills Championships (SkillsUSA ULSC). *Special note: You've all heard of the "fine print" in every contract. Please regard every sentence in every paragraph of this document as "fine print." Make sure you read and understand every paragraph, because it will affect the student's success at the SkillsUSA Utah Leadership and Skills Championships.*

### **Introductory Statement:**

A careful analysis of the skills and knowledge required for successful employment will identify a core of technical and scientific principles that students should understand. Knowing these principles will increase their chances of succeeding and progressing in their fields and form a basis for understanding and applying new technology as it is introduced in their respective fields. Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:

- Mathematics: addition, subtraction, division and multiplication of whole numbers, common fractions, decimal fractions, ratio, proportion, percentage, average, area, volume, metrics and written problems specific to areas of training
- Engineering drawing/print interpretation and schematics related to specific areas of training
- Reading comprehension/interpreting technical manuals
- Completion of a job application form
- Making an appointment for a job interview
- Proper interview techniques
- Responding clearly to oral questions
- Safety knowledge (When an advisor completes the state conference registration for a skills contest competitor, the advisor is verifying that each student has received the appropriate safety and preliminary skill training to participate safely and effectively in their respective competitive event, including the use of any specialized tools and/or equipment.)
- Compliance with all copyright laws and software licensing requirements

### **National Technical Standards:**

The National Technical Standards provide valuable information about each specific SkillsUSA National Leadership and Skills Championships contest. The primary goal of the SkillsUSA Utah Leadership and Skills Championships is to duplicate, to the degree possible, the national contests so that our students demonstrate industry entry level skill proficiency and are better prepared for competition at the national level. These national technical standards are available on the SkillsUSA national website ([www.skillsusa.org](http://www.skillsusa.org)) to properly registered and paid professional members of SkillsUSA. It is strongly recommended that advisors register as professional members to gain access to these Technical Standards and many more valuable professional development and chapter management resources.

### **2022 SkillsUSA ULSC contest fees:**

In addition to the state conference registration fee, some contests require the use of a significant amount of materials and supplies. To help offset the cost of these contest materials the following fees are added to the contestant/team state conference registration fee:

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| • Student Contestant Registration Fee     | \$50.00 |
| • Advisor Registration Fee                | \$30.00 |
| • Late Registration Fee (2/22/23-2/28/23) | \$10.00 |
| • Barbering Contest Fee                   | \$60.00 |
| • Carpentry Contest Fee                   | \$75.00 |

- Baking and Pastry Arts Contest Fee \$50.00
- Cosmetology Contest Fee \$60.00
- Culinary Arts Contest Fee \$57.00
- Electronics Technology Contest Fee \$30.00
- Graphic Imaging Sublimation Contest Fee \$30.00
- Screen Printing Technology Contest Fee \$20.00
- Teamworks Contest Fee (per team member) \$100.00
- Welding Contest Fee \$60.00

### Contest Status Sheet:

The Contest Status Sheet provides a significant amount of vital information about each contest, including the pre-contest date, time, and location and the actual contest date, time, and location. It also shows the number of contestants allowed from each school, in each division. (High School / College/Postsecondary / Middle School) This document will be available on the ULSC page of the SkillsUSA Utah website at [www.utahskillsusa.org](http://www.utahskillsusa.org), on the SkillsUSA ULSC app when it is fully operational, and on this [Google Sheet](#). The information contained in the Contest Status Sheet may change, particularly in the early registration stages, so check it often.

### Contest Updates:

If/when there is information the contest technical committee needs to share with the contestants and advisors, this information will be provided through “Contest Updates.” Contest Update information will be posted to the SkillsUSA Utah website at <https://www.utahskillsusa.org/2023-contest-updates>, on the SkillsUSA ULSC app when it is fully operational, or delivered through a “contest email system” directly to the students and advisors. An accurate, unique, and verifiable email address for every student and every advisor is critical to making the email system work.

### Required student demonstration of skill proficiency:

To qualify for a SkillsUSA Utah Leadership and Skills Championship medallion and potentially earn the right to represent the State of Utah at the SkillsUSA National Leadership and Skills Championships, student state championship contestants must demonstrate “skill proficiency” during their SkillsUSA Utah state championship competition. SkillsUSA Utah Championships medallions/awards may be presented to the top three contestants in each division. ***Contestants are rated against a standard of performance rather than automatically being awarded first-, second- or third-place medals based on the highest-rankings. Medals will not be awarded if the standard of performance as determined by the technical committee does not justify such recognition. Students must earn 60% of the total points possible on the official contest score card, as determined by the contest technical committee, to earn a medal/award.***

### Tiebreaker:

No contest will end in a tie. If the competitors are tied at the end of the contest, the tie will then refer to the most heavily weighted station(s) as determined by the contest technical committee.

### Judging Criteria:

- The judging criteria listed on each contest rating sheet (scorecard) comprise the basic elements that will be considered in the evaluation of the contestants’ performance.
- The **“sample” contest scorcards** are intended to give contestants and advisors a basic understanding of the evaluation criteria and serve as a guide as they prepare for the SkillsUSA ULSC competition. The 2022 NLSC sample score cards for each contest will be available on the SkillsUSA Utah ULSC page of the state website at: <https://www.utahskillsusa.org/ulsc--utah-leadership-and-skills-conference.html> **Please note: These are sample score cards only. The exact number of items evaluated and points assigned to each criterion on the scorecard used during the SkillsUSA ULSC may be different due to limitations of available materials, equipment, facilities, or the complexity of the project/stations.**

- The technical committee/Judges' decisions are final. Interpretations of all contest rules, if needed, will be made by the SkillsUSA ULSC contest management team.

**Contest prizes:**

Depending on business and industry sponsorship support, individual contest prizes may be awarded to those student competitors, or team of competitors, that earn 60% or more of the total points possible on the official scorecard for each competition, as determined by the contest technical committee.

**SkillsUSA Professional Development Test:**

Following the close of state conference registration and prior to the start of the state conference event, every student contestant is required to take a written/on-line SkillsUSA Professional Development Test. This test is based on the *SkillsUSA Leadership Handbook*, the *SkillsUSA Membership Handbook*, the *SkillsUSA Framework*, the *SkillsUSA Career Essentials Foundations curriculum*, and other SkillsUSA resources. Competitors will be required to take the exam, and the scores will be added to their total overall score within their respective contests. For team contests, the individual scores will be averaged to determine the score shown on the official scorecard for that team. The number of points allowed will not exceed 5 percent of the total possible points. Failure to take the Professional Development Test will result in a significant loss of points on the official score card. Individual log-in information and specific directions will be provided early in March.

**Professional Development Test study guide:**

A Professional Development Test study guide is available to students and advisors on the SkillsUSA Utah website at [www.utahskillsusa.org](http://www.utahskillsusa.org).

**Technical Skills Contests / Skills-Related Written Test:**

- Written tests and problem-solving exercises covering skills and related information **will** be included as a part of each contest. The number of points allowed will not exceed 15 percent of the total possible points and will be determined by the technical committee. The following procedures will apply:
- The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem-solving and related information needed for employment.
- The test will be prepared and/or approved by the contest technical committee and may be an online or in-person paper test. The test may be administered prior to arriving at the state conference, during the contest orientation meeting or on the day of the contest.
- Check the contest updates from the contest technical committee on the state website or in your email messages.

**Leadership and Occupationally Related Written Test:**

- Written tests and problem-solving exercises covering skills and related information **may** be included as a part of some leadership and occupationally related contests.
- The test will be prepared and/or approved by the contest technical committee and may be an online or in-person paper test. The test may be administered prior to arriving at the state conference, during the contest orientation meeting or on the day of the contest.
- Check the contest updates from the contest technical committee on the state website or in your email messages.

**Oral Professional Assessment:**

An oral professional assessment — such as a personal interview, explanation of skills to be performed, problem to be solved or other employability skills assessment — will be included as part of each contest. The number of points allowed will not exceed 5 percent of the total score and will be determined by the technical committee.

**Student Contestant Resume' Requirement:**

All competitors must create a one-page professional resume and submit a hard copy to the technical committee chair prior to the start of the contest. Failure to do so will result in a 10-point penalty.

**Proper use of the SkillsUSA name and logo:**

Competitors in contests that require verbal presentations must use the proper name of the national organization: "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Career Pathways Showcase must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the technical committee or judges. Visit: [www.skillsusabrandcenter.org](http://www.skillsusabrandcenter.org) for proper logo guidelines.

**SkillsUSA Utah Championships Clothing Requirements:**

Contestants in the SkillsUSA Championships must wear the approved SkillsUSA Championships clothing or work uniform specified for their contest, as listed in the current national contest technical standards, during competition or be subject to a penalty of up to 5 percent of the total points available. The clothing items referred to in the technical standards are pictured and described in the official clothing description document located on the ULSC page of the SkillsUSA Utah state website at [www.utahskillsusa.org](http://www.utahskillsusa.org).

- It is strongly recommended that contestants wear their official contest clothing to the mandatory pre-contest orientation meeting prior to the competition. Especially if the pre-contest meeting is held immediately before the start of the competition event.
- Participants must meet clothing requirements for the individual contests. For specific requirements, refer to the individual contest regulations / technical standards.
- Contestants who do not satisfy the clothing requirements may be penalized up to 5 percent of the total possible contest points.
- All contestants are required to wear their official contest uniforms or official SkillsUSA attire to the Awards Ceremony, where the winners are announced and the industry awards are presented. Inappropriately dressed contestants may be denied access to the awards platform.
- *Note:* Contestants with special needs regarding clothing requirements should contact the SkillsUSA Utah Championships office prior to the competition event.
- The original official blazer, jacket, sweater, or any other uniform with the old "SkillsUSA–VICA" or "VICA" emblem patch may still be worn in contests requiring official attire as the required clothing.
- "SkillsUSA official attire" as indicated for specific contests refers to the following (SkillsUSA official attire is not gender specific):
  - Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
  - Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area or the blazer, sweater, windbreaker or jacket.
  - Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose).
  - Black dress shoes.

**Jewelry:**

All personal jewelry should contribute to a businesslike appearance. Only official SkillsUSA jewelry is to be worn on a SkillsUSA blazer, jacket, or sweater. Official jewelry is described as a conference pin, SkillsUSA emblem, officer pin, President's Volunteer Service Award pin, statesman pin (one only) and professional development (one only) pin.

**Shoes:**

No canvas, vinyl, plastic or leather athletic-type shoes, open-toe or open-heel shoes are permitted in any SkillsUSA Utah Championships event without penalty. Contestants may be disqualified where improper footwear constitutes a health or safety hazard.

**When leather work shoes are required:**

“Work shoes” are technically defined as low or high-top leather, lace-up shoes with rubber, skid-resistant soles. They can be steel- or non-steel-toed. Work shoes can be purchased very inexpensively from any local department store and most mail-order catalogs. Western-style (cowboy) boots are not allowed, except Roper-style boots that are all-leather, round-toed, flat-soled and with a low heel.

**Safety Glasses / Eye Protection:**

Students are required to provide and wear their own safety glasses/eye protection. Eye protection must meet ANSI Z87 requirements. Prescription and nonprescription safety glasses must include side shields designed for the safety glasses by the manufacturer of the eye protection. An imprint with the mark “Z87” will appear on the frame or lens to identify the safety glasses as meeting ANSI Z87 requirements. Approved safety goggles may also be worn to meet these eye protection requirements.

**General Rules:**

- Contestants with long hair that poses a possible safety or sanitary hazard must wear hair containment devices (hairnets).
- Contestants may be disqualified for lack of safety clothing or attire.
- The wearing of accessory items (such as belts) is optional unless otherwise specified in the contest rules.
- Only occupational or career patches, competitor patches and Professional Development Program (PDP) patches may be worn on the left shoulder or above the left pocket without penalty. However, they are not required.
- No identification of the contestant, school or state is allowed on official clothing.
- Check for specific clothing and safety requirements under the guidelines in the Technical Standards for each contest.
- Clothing penalties in all contests will be assessed by the designated technical committee person. Questions should be referred to a member of the SkillsUSA Utah championships management team.

**Tools and Materials:**

Contestants are required to bring the “contestant supplied” tools and materials as listed in the contest technical standards and/or contest update. Check the contest updates from the contest technical committee frequently on the state website or in your email messages.

Participants who do not bring the required tools and materials as specified in the individual contest regulations *may be penalized two points for each item missing*. Such penalties will be assessed by the contest technical committee chair. The contest chair may, at his/her/their discretion, furnish the required item(s) but may assess the two-point penalty per item.

**Observer Rules:**

- During the contest, participants must work independently, without assistance from judges, teachers, fellow students, or observers. Judges may assess a penalty or disqualify contestants who accept assistance from observers.
- It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be

in violation of this regulation may be at the risk of penalty or even disqualification in the case of a serious violation.

- No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the technical committee.
- No observers will talk, gesture, or communicate with contestants during the competition. Doing so may result in penalties or disqualification.
- No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the technical committee.
- Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
- The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.
- No cameras (with or without flash attachments), cell phones, or recording devices of any kind will be permitted in any contest area without the consent of the SkillsUSA Utah Championships management team.

### **Contestants with Special Needs**

The SkillsUSA Utah Championships management team will make every effort to provide aid / accommodations as appropriate to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving the special-needs contestant an unfair advantage. Advanced identification of the contestants and their special needs will be required during the state conference registration process. The following are examples of the types of assistance that are allowed:

- Special tables will be allowed for contestants who need to use wheelchairs.
- Signers (provided by the school, district, or LEA) will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants.
- Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation.
- Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment.
- Readers will not be allowed in contests where the use of technical manuals is required.
- Hearing-impaired contestants may bring signers (provided by the school, district, or LEA) to contest orientations, at the startup of the competition, throughout the day if required by the technical committee, and for the contest debriefing.
- The need for translators for language issues must be communicated to the SkillsUSA Utah Championships management team during the state conference registration process. Translators must be provided by the school, district, or LEA.

### **Models/Assistants:**

Nail Care and Esthetics models, and assistants in Action Skills, Principles of Technology, and Job Skill Demonstrations A and Open must be registered, active SkillsUSA student members. Models and assistants are not required to be from the same school as the competitor. They are not considered contestants and are not required to attend contestant orientation meetings. Since models and assistants are not involved in the written test and are not considered contestants, they are also not eligible to receive medals. They may receive a participation certificate.

### **Mandatory Pre-Contest Orientation Meeting:**

Contestants must report to the *mandatory contest orientation meeting* as scheduled in the contest status sheet. This is a critical meeting, since technical committee chairs provide specific contest instructions, verify attendance, allow contestants to ask questions, and receive contest clarification. Each contest technical committee has the option to conduct these meetings virtually prior to the contest, in-person on the day prior to the contest day, or in-person at the start of the competition. Pre-Contest Orientation Meeting dates, times and locations will be

provided early in March on the Contest Status Sheet, which can be found on the ULSC page of the state website or the conference app.

### **Personal Appearance of Piercings and Tattoos:**

The policy regarding piercings and tattoos while participating in the SkillsUSA ULSC is as follows:

- Piercings: Wearing of any piercings should not in any way cause a safety issue. If so determined by a member of the contest technical committee, the offending item must be removed for the duration of the SkillsUSA Utah Championships contest. Failure to comply will result in a safety penalty.
- Tattoos: Any tattoo that is considered by any member of the contest technical committee or the SkillsUSA ULSC contest management team to be vulgar, sexual, or morbid must be covered to the best of the student's ability while competing in any SkillsUSA Utah Championships contest. Failure to do so will result in a penalty.

### **Release of Contest Results:**

An analysis of contestant scores and a ranking of the contestants will be available and accessible to every competitor on the SkillsUSA website approximately two weeks after the close of the state conference. SkillsUSA Utah officials agree not to use this information in any way that will violate any local, state, or federal law and will protect each student's right of privacy as required by law.

### **SkillsUSA Utah Leadership and Skills Conference Participation Agreement:**

Every SkillsUSA Utah Leadership and Skills Conference participant is required to download / print a copy of the SkillsUSA Utah Leadership and Skills Conference Participation Agreement, read it in its' entirety, print the name, sign it, date it, and submit it to the state conference management team prior to participation at the state conference. Failure to do so will result in the denial of the right to participate in the state conference. This document includes the following sections: Personal Liability and Medical Release, Safety Training and Equipment Training, Code of Conduct, Code of Conduct Violations and Penalties, Photography and Sound Release, and a Signature Section. Participants under the age of 18 are required to obtain the signature of a parent/guardian. Submission instructions will be posted on the SkillsUSA Utah website at [www.utahskillsusa.org](http://www.utahskillsusa.org).

### **Pandemic protocols:**

SkillsUSA Utah will provide hand sanitizer and disinfectant wipes at each venue. All competition areas are currently "mask friendly" spaces, meaning that the wearing of effective face masks is optional/voluntary. Since pandemic restrictions at specific venues may change with very short notice, all participants are required to bring an effective face mask to all SkillsUSA Utah state conference events and wear the mask if the local venue or health department procedures require the wearing of masks.

### **Grievance policy:**

The SkillsUSA Utah ULSC grievance policy and form are available on the ULSC page of the SkillsUSA Utah website at [www.utahskillsusa.org](http://www.utahskillsusa.org).

### **Food:**

A box lunch and bottle of water will be provided to actively competing student contestants and contest judges on each of the state conference competition days. All other meals will be "on your own." If a student has special dietary restrictions, this must be noted during the state conference registration process.

### **Call for SkillsUSA Utah state officer candidates:**

Advisors, we would like you to encourage your students, from both high school and college divisions, to consider running for a position on our SkillsUSA Utah State Officer Team. Our

officer team will have multiple opportunities for professional development, service, and advocacy, plus their most important role, leading this student-run organization.

Officer candidates must be properly registered members of SkillsUSA prior to the Utah membership deadline of February 15. Their membership dues must be paid by March 1.

### **Salt Lake Community College Campus Policies:**

Our wonderful hosts at Salt Lake Community College have asked me to remind all participants of the visitor policies that will be enforced during the state conference.

- Parking is limited to “general parking” areas. Do not park in any restricted or limited use stalls unless you have the appropriate vehicle designation. Buses must be parked in the parking lots North of the LAC building.
- No “outside” food may be consumed in the SLCC Student Center. (Example: Do not order delivery pizza or bring multiple pizzas into the student center. In case you are wondering why, SkillsUSA Utah has paid a significant financial penalty for this activity in the past!)
- No portable furniture is allowed in any SLCC campus building. (Example, folding lawn/beach chairs.)
- No signs, posters or tape can be applied to any walls or bulletin boards of any building. SLCC wants to thank you for your cooperation. Let’s all be pleasant guests during our visit on the campuses of Salt Lake Community College.

### **Advisors:**

Advisors attending the state conference are required to register as state conference participants and pay the required conference registration fee.

Advisors must supervise their students during all conference activities, in accordance with the local school, district, LEA policies and procedures.

### **Advisor verification of safety and skill training:**

When an advisor completes the state conference registration for a technical skills contest competitor, the advisor is verifying that each student has received the appropriate safety and skill training to participate safely and effectively in their respective competitive event, including the use of any specialized tools and/or equipment.

### **Travel:**

Travel to and from the state conference event, including transportation of students to the various contest venues, is the responsibility of the school, district, or LEA.

### **Hotels:**

Housing arrangements and hotel reservations for all participants that require overnight lodging are the responsibility of the school, district, or LEA. School, district and/or LEA policies for the number of participants per hotel room must be followed.

### **Recommended state conference registration procedure:**

- Review the ULSC registration information on the SkillsUSA ULSC page of the state website at [www.utahskillsusa.org](http://www.utahskillsusa.org).
- Print a paper conference registration form for each student, have the student complete the form (including the students’ signature, parent signature, and date when required) The student must provide a unique, verifiable student email address. The students’ birthdate must be correct. A blank/fillable pdf registration form can be downloaded from the ULSC page of the state website at [www.skillsusa.org](http://www.skillsusa.org).
- Print a copy of the SkillsUSA Utah Leadership and Skills Conference Participation Agreement for each student, and have the student read, sign, get parents signature if required, and return the signed document to you. This document can be found on the ULSC page of the state website at [www.skillsusa.org](http://www.skillsusa.org).

- Complete the state conference registration for each student contestant on the national website at [www.skillsusa.org](http://www.skillsusa.org).

**SkillsUSA ULSC registration fee payment procedure:**

All SkillsUSA ULSC registration fees must be paid in full by March 10, 2023. Failure to pay the conference registration fees prior to the state conference will result in the disqualification of the student contestant(s). After the conference registration is completed and submitted for all state conference participants, an invoice will be generated by the state conference registration system. There are three options for payment of the state conference registration fees:

**Fee Payment Option 1: (Pay by check)**

Print three copies of the invoice. One copy should stay in the school advisor files. One copy will stay with your school/institution/LEA finance office. The third copy must be included with a check made payable to SkillsUSA Utah for the total amount shown on the invoice.

Mail the check and a copy of the invoice to:

SkillsUSA Utah  
Attn: Richard Wittwer  
4318 West 1275 South  
Cedar City, Utah 84720

**Fee Payment Option 2: (Pay by credit card over the phone)**

Print a copy of the conference registration invoice, call the SkillsUSA Utah Finance Officer, Jennifer Streker, at 801-540-4342, and she will accept your payment over the phone. Please note that there will be a 3% service fee added to all over-the-phone credit card payments. If you need to communicate with Jennifer Streker via email, her email address is: [strekerj@gmail.com](mailto:strekerj@gmail.com).

**New Fee Payment Option 3: (Pay by credit card through QuickBooks)**

A conference registration invoice will be sent via email to the advisor through QuickBooks. Use your credit card to pay online. (No service fee). If you don't get an invoice, please call or email Jennifer Streker, and she will email the invoice to you. 801-540-4342 or [strekerj@gmail.com](mailto:strekerj@gmail.com)

**Refund policy:**

If a registered and paid SkillsUSA ULSC student contestant is unable to attend the state conference event, and the advisor notifies the conference management team by March 10, 2023, a full refund will be provided to the school. After March 10, 2023, no refunds will be allowed.

**More 2023 SkillsUSA ULSC updates:**

Right now, you are thinking that there can't possibly be any more "rules and regulations" related to our state conference. I wish that were true. I am confident that more information will be forthcoming. We all need to remain flexible as we make the final arrangements for over 1,000 students to compete in 80 plus contests at 11 plus venues along the Wasatch front. I appreciate your patience and efforts.